Appendix 11

Risk Assessment Requirements

This document should be completed within the first 3 days of the practicum. It should then be given to the Teacher Education Student to scan and upload to the Online Placement System portal.

http://placements.arts.unsw.edu.au

The University of New South Wales already has insurance indemnity cover for students undertaking their practicum. As the nature, location and tasks of practicum are diverse, the University has a responsibility to safeguard the health, and welfare of its students for the duration of their practicum.

The University’s Risk Management Unit now requires the Student Teacher Coordinator or the Supervising Teacher/s for each student teacher to complete risk assessment details regarding Occupational Health and Safety (OHS) Policy and Procedures; which are currently in place in the allocated school.

For further information regarding this requirement please contact the Risk Management Unit on (02) 9385 1980

The Teacher Education Student Coordinator or the Supervising Teacher for the student Professional Experience is required to:

1. Ensure that the UNSW student is made aware of the school’s OHS policies and procedures.
2. Complete and sign the form below as evidence that the school has OHS policies and procedures in place to safeguard the health, safety and welfare of the UNSW student for the duration of the Professional Experience.
3. Return the completed form to the Teacher Education Student to upload to the Online Placement System (OPS).

OHS Policies and Procedures in place in your school that address OHS risks
(Please tick any that apply to your school or specify others)

- Orientation and induction procedures
- Incident/ accident procedures
- Safety induction (please Specify)
- OHS Policy
- Evacuation or emergency procedures

School Details

Name of School

Name of Teacher Education Student

Name of Coordinator/ Supervising Teacher

Signature of Coordinator/ Supervising Teacher

Date